

## **FACULTY OF EDUCATION**

### **FACULTY BOARD – TERMS OF REFERENCE**

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Subject to the Act, Statutes and Regulations of the University (as amended), the role of the Faculty Board shall be to advise and assist the Dean in a range of practical and policy matters, and through the Dean, to have input to the University Academic Board.

The Faculty Board will need to provide a sense of cohesion of academic functions and, in particular, shall :

- \* advise and assist the Dean in reviewing policies and procedures relevant to academic developments within the Faculty and in collaboration with other Faculties and institutions;
- \* advise the Dean on any matters referred to the Faculty by the Vice-Chancellor, by the University Development Committee or by the University Academic Board;
- \* advise the Dean on the implementation of the University's Equal Opportunity and Affirmative Action Policy with respect to staffing, administration, course curriculum, representation on committees and decision making bodies of the Faculty, and general practice within the Faculty;
- \* advise the University Academic Board through the Dean on matters relating to selection of students, assessment of student performance and the academic progress of students;
- \* recommend to the Dean the establishment of appropriate Faculty committees, such as a Research and Higher Degrees Committee;
- \* elect representatives to the University Academic Board and its committees as required;
- \* recommend to the Dean appropriate administrative structures, consultative processes and communication channels to ensure the efficient transaction of Faculty business;
- \* receive advice on budgetary matters from the Faculty Budget and Planning Committee and, where appropriate, request a reconsideration of that advice, prior to a decision by the Dean;
- \* receive advice and guidance on matters of community concern and interest from Regional Advisory Boards.

## Composition/Membership

- \* Dean
- \* Deputy Dean
- \* Associate Deans
- \* Heads of School
  - Education
  - Educational Studies
  - Outdoor Education & Environment
- \* Professors of the Faculty
- \* Faculty Registrar
- \* Two elected academic staff member from each School
  - Education
  - Educational Studies
  - Outdoor Education & Environment
- \* Four student members, two undergraduate and two postgraduate students elected by and from students (as far as possible all campuses shall be represented and an appropriate gender balance maintained)
- \* One member of academic staff from each of the other Faculties nominated by the Faculty Board of that Faculty
  - Humanities & Social Sciences
  - Health Sciences
  - Science, Technology & Engineering
  - Law & Management
- \* Up to three other persons that the Faculty Board elected at the first meeting of the Board in any year required to ensure academic representation of all campuses. One of these positions will be a member of the general staff.

Note: Periods of appointment of elected and co-opted members: 2 years (except for student members who are appointed for 1 calendar year).

Secretariat: Appointed by the Faculty Registrar

Officers from any other unit or campus may be invited to attend at the invitation of the Chair.

Meeting schedule 2005:

Bendigo campus: 28 February; 23 May; 29 August

Bundoora campus: 21 March; 27 June; 26 September

Video conference: 18 April; 25 July; 24 October

Other regional campus: 28 November

(Video conferencing option to be available at all meetings)

## Document Control Information

25 November 2004 Amended version following Faculty meeting